

Please tick the short course you are enrolling

- | | |
|--|---|
| <input type="checkbox"/> HLTAI009 Provide CPR | <input type="checkbox"/> HLTAI010 Provide basic emergency life support |
| <input type="checkbox"/> HLTAI011 Provide first aid | <input type="checkbox"/> HLTAI014 Provide advanced first aid |
| <input type="checkbox"/> HLTAI012 Provide first aid in an education and care setting | |
| <input type="checkbox"/> HLTAI015 Provide advanced resuscitation & Oxygen | <input type="checkbox"/> UETDRRF007 Provide first aid in an ESI environment |
| <input type="checkbox"/> HLTOUT007 Transport Non-Emergency Patients Under Operational Conditions | |
| <input type="checkbox"/> HLTSS00066 Infection control skill set (food handling) | |



PROVIDE A COPY OF YOUR **DRIVERS LICENCE + GREEN MEDICARE CARE CARD**

FIRST NAME

SURNAME

D.O.B. / / GENDER ☐ Female ☐ Male ☐ Indeterminate / Intersex / Unspecified

UNIT No. STREET No.

P.O BOX No.	SUBURB / TOWN	STATE	POSTCODE
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BEST CONTACT PHONE NUMBER:

EMAIL ADDRESS:

1. UNIQUE STUDENT IDENTIFIER (USI)

From 1 January 2015, we **First Intervention P/L** can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your program if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI, you can apply for it directly at <http://www.usi.gov.au/create-your-USI/> on a computer or mobile device.

Enter your 10-digit USI Number in legible writing as we will need to verify this exact number with the USI registry office

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2. SCHOOLING

Are you still attending secondary school? No ☐ / Yes ☐

What is your highest **COMPLETED** school level?

- | | | |
|--|---|--|
| <input type="checkbox"/> completed Year 12 | <input type="checkbox"/> completed Year 10 | <input type="checkbox"/> completed Year 8 or Lower |
| <input type="checkbox"/> completed Year 11 | <input type="checkbox"/> completed Year 9 or Equivalent | <input type="checkbox"/> I never attended School |

3. STUDY REASON

Of the following categories, which **BEST** describes your reason for undertaking this training? (Tick 1 box only)

- | | |
|---|---|
| <input type="checkbox"/> To get a job | <input type="checkbox"/> I wanted extra skills for my job |
| <input type="checkbox"/> To develop my existing business | <input type="checkbox"/> To get into another program of study |
| <input type="checkbox"/> To start my own business | <input type="checkbox"/> For personal interest or self-development |
| <input type="checkbox"/> To try for a different career | <input type="checkbox"/> Other reasons |
| <input type="checkbox"/> To get a better job or promotion | <input type="checkbox"/> To get skills for community/voluntary work |
| <input type="checkbox"/> It was a requirement of my job | |

4. DISABILITY

Do you consider yourself to have a disability, impairment or long-term condition? No ☐ / Yes ☐

If Yes, please indicate the areas - You may indicate more than one if needed

- | | | |
|---------------------------------------|---|--|
| <input type="checkbox"/> Hearing/deaf | <input type="checkbox"/> Vision | <input type="checkbox"/> Acquired brain impairment |
| <input type="checkbox"/> Physical | <input type="checkbox"/> Learning | <input type="checkbox"/> Medical condition |
| <input type="checkbox"/> Intellectual | <input type="checkbox"/> Mental illness | <input type="checkbox"/> Other |

5. EMPLOYMENT

Of the following categories, which **ONE** BEST describes your current employment status?

- | | |
|---|--|
| <input type="checkbox"/> Full-time employee | <input type="checkbox"/> Employed - unpaid worker in a family business |
| <input type="checkbox"/> Part-time employee | <input type="checkbox"/> Unemployed - seeking full-time work |
| <input type="checkbox"/> Self-employed - not employing others | <input type="checkbox"/> Unemployed - seeking part-time work |
| <input type="checkbox"/> Self-employed - employing others | <input type="checkbox"/> Not employed - not seeking employment |

Which **ONE** of the following classifications BEST describes your current or most recent occupation?

- | | |
|---|--|
| <input type="checkbox"/> Managers | <input type="checkbox"/> Sales Workers |
| <input type="checkbox"/> Professionals | <input type="checkbox"/> Machinery Operators and Drivers |
| <input type="checkbox"/> Technicians and Trade Workers | <input type="checkbox"/> Labourers |
| <input type="checkbox"/> Community and Personal Service Workers | <input type="checkbox"/> Other |
| <input type="checkbox"/> Clerical and Administrative Workers | |

Which **ONE** of the following classifications BEST describes the **INDUSTRY** of your current or previous Employer?

- | | |
|---|--|
| <input type="checkbox"/> Agriculture, Forestry and Fishing | <input type="checkbox"/> Financial and Insurance Services |
| <input type="checkbox"/> Mining | <input type="checkbox"/> Rental, Hiring and real Estate Services |
| <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Professional, Scientific and Technical Services |
| <input type="checkbox"/> Electricity, Gas, Water and Waste Services | <input type="checkbox"/> Administrative and Support Services |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Public Administration and Safety |
| <input type="checkbox"/> Wholesale Trade | <input type="checkbox"/> Education and Training |
| <input type="checkbox"/> Retail Trade | <input type="checkbox"/> Health Care and Social Assistance |
| <input type="checkbox"/> Accommodation and Food Services | <input type="checkbox"/> Arts and recreation Services |
| <input type="checkbox"/> Transport, Postal and Warehousing | <input type="checkbox"/> Other Services |
| <input type="checkbox"/> Information Media and telecommunications | |

Language & Cultural Diversity

- a) Where were you born? ☐ AUSTRALIA **OR** ☐ Other (specify country) _____
- b) Do you speak a language **OTHER THAN** English at home? No ☐ / Yes ☐
If YES, what is the main language you speak at home? _____
- c) Are you of Aboriginal or Torres Strait Islander origin? No ☐ / Yes ☐
If YES, which? ☐ Yes, Aboriginal **OR** ☐ Yes, Torres Strait Islander Indigenous Status Identifier (If you are of both Aboriginal and Torres Strait Islander origin, tick both of the 'Yes' boxes above)

Previous Qualifications Achieved

Have you **SUCCESSFULLY COMPLETED** any of the below listed qualifications? No ☐ / Yes ☐

Please tick a box in either column A, E or I as it applies to the qualifications you hold:

A = Australia Qualification E = Australian Equivalent I = International

	A	E	I		A	E	I
Bachelor Degree or Higher degree.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate III (or Trade Certificate).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advanced Diploma or Associate Degree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate II.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diploma (or Associate Diploma).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificate I.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate IV(or Advanced Certificate/Technician)....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificates other than the above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Only if you are 24 years of age or younger complete this question

Since 2009 in schools and since 2011 for Vocational Education and Training (VET) organisations and Adult Community Education providers, a VSN has been allocated upon enrolment to each individual student aged up to 24 years. **Students who are enrolling for the first time since the VSN was introduced will get a new VSN.** Students must report their VSN on all subsequent enrolments at a Victorian school or Training Organisation. In particular, all students who are currently enrolled in either a VET provider OR a Victorian school (including those already participating in a VET in school's program) should obtain their VSN from their current education or training organisation and report their VSN on this enrolment form.

IF YOU KNOW YOUR VSN, ENTER IT INTO THE BOXES BELOWEnter your 9-digit VSN number: OR ☐ I have never attended a school, training provider or TAFE in VictoriaOR ☐ I do not know my VSN even though I have attended a Victorian school, training provider or TAFE**PRIVACY NOTICES****Victorian Government VET Student Enrolment Privacy Notice**

The Victorian Government, through the Department of Education and Training (the Department), develops, monitors and funds vocational education and training (VET) in Victoria. The Victorian Government is committed to ensuring that Victorians have access to appropriate and relevant VET services. Any personal information collected by the Department for VET purposes is protected in accordance with the *Privacy and Data Protection Act 2014* (Vic) and the *Health Records Act 2001* (Vic).

Collection of your data First Intervention is required to provide the Department with student and training activity data. This includes personal information collected in the [RTO] enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI).

First Intervention provides data to the Department in accordance with the Victorian VET Student Statistical Collection Guidelines, available at [DET website](#).

Use of your data The Department uses student and training data, including personal information, for a range of VET purposes including administration, monitoring and planning, including interaction between the Department and Student where appropriate.

The data may also be subjected to data analytics, which seek to determine the likelihood of certain events occurring (such as program or subject completion), which may be relevant to the services provided to the student.

Disclosure of your data As necessary and where lawful, the Department may disclose VET data, including personal information, to its contractors, other government agencies, professional bodies and/or other organisations for VET-related purposes. In particular, this includes disclosure of VET student and training data to the Commonwealth and the National Centre for Vocational Education Research (NCVER).

Legal and Regulatory The Department's collection and handling of enrolment data and VSNs is authorised under the *Education and Training Reform Act 2006* (Vic). The Department is also authorised to collect and handle USIs in accordance with the *Student Identifiers Act 2014* (Cth) and the *Student Identifiers Regulation 2014* (Cth).

Survey participation You may be contacted to participate in a survey conducted by NCVER or a Department-endorsed project, audit or review relating to your training. This provides valuable feedback on the delivery of VET programs in Victoria. Please note you may opt out of the NCVER survey at the time of being contacted.

Consequences of not providing your information Failure to provide your personal information may mean that it is not possible for you to enrol in VET and/or to obtain a Victorian Government VET subsidy.

Access, correction and complaints You have the right to seek access to or correction of your own personal information. You may also complain if you believe your privacy has been breached. For further information, please contact First Intervention Privacy Officer in the first instance by phone on (03) 9338 5633 or e-mail admin@firstintervention.com.au

Further information For further information about the way the Department collects and handles personal information, including access, correction and complaints, go to [Victorian State Government Education and Training](#) website.

For further information about Unique Student Identifiers, including access, correction and complaints, go to [Australian Government USI](#) website.

VET Data Privacy Notice - NCVER

Why we collect your personal information As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

How we use your personal information We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information We are required by law (under the *National Vocational Education and Training Regulator Act 2011* (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analyzing and communicating research and statistics about the Australian VET sector. We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How the NCVER and other bodies handle your personal information The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the *Privacy Act 1988* (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- Understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf. The NCVER does not intend to disclose your personal information to any overseas recipients. For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact First Intervention using the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfill specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>. *Note: If you cannot electronically access the DESE VET Privacy Notice please let your RTO know so that they can provide you with a hard copy of the notice.*

Surveys You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact information

At any time, you may contact First Intervention to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

Please contact First Intervention on (03) 9338 5633 or email admin@firstintervention.com.au

FIRST INTERVENTION – OUR PRIVACY POLICY

To read our own RTO privacy policy on how we treat your personal information, go to <https://www.firstintervention.com.au/privacy-policy/>

STUDENT DECLARATION

1. I declare that the information I have provided on this enrolment form is, to the best of my knowledge true, correct and complete.
2. I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notices contained in this enrolment form.
3. I authorise First Intervention to respond to Verification Requests confirming my successful certification, to prospective Employers and/or Training Organisations to support further training, development and employment opportunities.
4. I agree to be bound by First Intervention's policies and procedures whilst I remain an enrolled student and agree to pay all fees and charges relating to my enrolment, unless payment is to be made by my employer or another contracted third party.
5. I have read and understood the conditions relating to *fees and refunds* in the instance that I am paying for this short course.

STUDENT SIGNATURE:	
DATE	/ /

Guardian Name	<i>*Parental/guardian consent is required where a student is under 18 years of age</i>		
Guardian Signature		Date	/ /